

# Payroll Dialogue Minutes

Tuesday, October 14, 2008

## 1. Exempt Employees and LWOP - Jeff

- FLSA requires that exempt employees be paid their full salary regardless of quality or quantity of work.
- The law allows, and city policy requires the use of available leave for partial days of absence.
- If no leave is available, SPD LV (or Special Paid Leave in Kronos) must be used for partial day absences, L01 for full days
- Key exception is for FMLA leave - if employee is on FMLA and has run out of leave, partial days off should be posted as L01\_K.

## 2. Call Back Pay – Dena – Revised 12/12/08

- Employees called back in to work after they have left the assigned work area for the day. Units 01, 03, 04, 06, 07
- Employees must receive at least 2 hours of CB1 or P24 (time and a half) or CB2 (double time only if it is their 2nd day off) (PD - at least 3 hours). - In Kronos these would be "Call Back Pay" for time and a half and "Call Back 2" for double time. P24 should be used if the employee wants comp time instead of OT (this is currently only available to PD, for now use Y15 and Y20 if employee wants comp time).
- 01 time starts when they receive the call and ends when they arrive back at home (1/2 hour max travel time for the trip in and 1/2 hour max travel time for the trip home). If one of these employees is called back a second time after already returning home, they will receive the minimum 2 hours again.
- 07 time starts when they receive the call and ends when they arrive back at home (1/2 hour max travel time for the trip home). If one of these employees is called back a second time after already returning home, they will receive the minimum 2 hours again.
- If an 07 is working from home see the MOU for more specifics on coding and time posted.
- 03 and 06 may only receive the minimum 2 hours once every 24 hours. If they are called back, it counts as part of this 2 hours.

**Example:** An employee lives 1 hour from work. They are called back in to work and work for 1 hour. They go home and two hours later they are called back to work. They again work for 1 hour.

01 would receive 4 hours of CB1. Why: 2 hours for the first call and 2 hours for the second call. For each call, they get a maximum half hour travel time for coming in, they work for one hour and get a maximum half hour to travel back home.

07 would receive 5 hours of CB1. Why: 2.5 hours for the first call and 2.5 hours for the second call. For each call, it takes 1 hour to travel to work; they work for one hour and get a maximum half hour to travel back home.

03 and 06 would receive 2 hours CB1.

For all employees you would only do FLSA overtime calculations based on the 2 hours they actually worked.

NOTE: Employees also may receive extra pay for taking a work related phone call at home. This is not call back pay as they are not coming in to work. These phone calls should be posted as OT using X15 or X20 using the amount of time appropriate to their unit.

## 3. Employees Going to 9/80s - Steve

- A 9/80 schedule is when an employee works eight 9-hour days and one 8-hour day during the pay

period.

- The 8-hour day and day off cannot be in the same week and can only be Mondays or Fridays.
- Currently available to Units; 02, 05, 13 (may be more in the future).
- All employees going to a 9/80 schedule MUST start at the beginning of a Pay Period.
- Make sure you change the employee's schedule in PeopleSoft.
- Kronos Issues - If the employee uses Kronos, contact Steven for instructions on how to make sure their time is posted accurately.
- There is a form available at <http://www.fresno.gov/Staff/CityForms/FormsByName.htm> and is currently the first form on the page for the employee to fill out and have signed by their manager approving a change to this schedule.

#### **4. Acting Pay - Dena**

##### Qualifications and Renewals

- All qualifications must show the qualifying dates and be signed by the City Manager's Office.
- If qualified to act for an E Range employee, send a memo with the qualification paperwork stating the percent they are to receive (usually 10%). We have a standard memo ready to use if needed.
- All Renewals must be turned in by July 1 every year.
- Renewals should consist of a list of all the employees already qualified to act in the department (do not list employees in the process of qualifying).
- Make sure their name, employee ID, and positions they are qualified for are listed on the renewal.
- Renewals must be signed by the City Manager's Office.

##### Each Pay Period

- Employee must work the entire shift of the person they are acting for. (A 5/8 emp acting for a 4/10 must work 10 hours to receive acting pay.)
- Cannot act for someone on their regularly scheduled day off.
- Information you need to send:
  - Employee's Name (First and Last) and ID
  - Name (First and Last), ID, and Position they are acting for
  - Reason Employee was gone
  - Dates & Number of days they are acting
  - Employee's monthly/hourly salary
  - Monthly/Hourly acting rate
  - Difference between the two rates
  - Amount of Acting Pay Posted
  - See Section 8b of the Payroll Information Book for full details
- 9/80 Complications - If the missing employee is on a 9/80 schedule, make sure you calculate the acting appropriately. You will probably run into a situation where the person acted on an 8 hour day and a 9 hour day. The calculations are done differently for the number of hours worked and you will have to split up the calculations to find the correct amount.

##### Acting Pay Calculations

8 hour day = (Hourly Difference \* 8)

9 hour day = (Hourly Difference \* 9)

10 hour day = (Hourly Difference \* 10)

Calculate based on number of hours = Hourly Difference \* Number of Hours Acting

## 5. CFPEA MOU - Mary Jane

- 2% Increase back to July 1.
- Employees have the opportunity to be on a 9/80 schedule (with management approval).
- Remember Salary Differentials - if you have questions on check for or calculating these, call Karen.
- 13s should receive their pay increase and their retros on the 10/19 paycheck.

## 6. Garnishments - Pauline

- We have some new envelopes that are going out to employees with regards to garnishments (see image). It is imperative that this envelope be delivered and is only opened by the employee whose name is written on the front.
- Please do not hold on to these envelopes! It is very important that the employee receive the information ASAP! The contents of the envelope are time sensitive. If you happen to notice that an envelope has been sitting around for a couple of days and you know the employee has been out, due to Sick, Vac, LWOP, please call Pauline #7016 and advise her that the employee has not picked it up, and then please return unopened the envelope with its contents to her, so that she can send the information by mail to the employee.



## Question and Answer Session

**Q.** When do you post the uniform deductions to our miscellaneous account?

**A.** Immediately following the related payroll posting.

**Q.** Will the "View" in "View Previous" paychecks show accrual balances at the point of time that the check was issued?

**A.** No. This is not something that the system is able to calculate. The only accrual information that can be gathered on the paycheck is what their accrual balances were at the end of the most recent pay period.

**Q.** How and can printouts of your previous paychecks in Self Service suffice as proper COF documentation.

**A.** These should be sufficient as they have a company name of "City of Fresno" and the City's address on each of them. The best way to print these is to go to the pay stub you want to print, right-click on the pay stub, and select "Print". It will print as two pages but you won't have all of the extra PeopleSoft information on the print out. You may also have to adjust your margins before printing to get all of the information on the page.

**Q.** Will Kronos have 9/80 scheduling recognition implemented?

**A.** Very unlikely.

**Q.** If an employee has more than one account with direct deposit, why does only one account show up on the advice?

**A.** We checked with a couple of people who have multiple direct deposit accounts and the advice showed all of their accounts and how much money went into each one (shows online in self service as well). Not sure why it did not show up for this person.

**Q.** When an employee goes from Temp to Perm or even a promotion - is there some kind of calculation that needs to be done in regards to Social Security?

**A.** There is no calculation that needs to be done; however, a change is entered into the system (based on the EAF being received). You may want to check and make sure that they are now paying into the City's retirement and not to OASDI. It is also important that employees going from temp to perm do so at the beginning of a pay period to avoid complications this may cause.

**Q.** Has the query process been configured to transmit to Outlook in the same manner that we were able to send to Groupwise?

**A.** Yes. It is a two-step process. The "Run to Excel" function in the query loads the data into a web version of Excel that has a grid, but no functionality. You need to open a blank Excel file and copy and paste the data from the query. From there, you can use the "File > Send to > Mail Recipient (as attachment)" function to e-mail through Groupwise or Outlook.

**Q.** If someone is covering for someone via provisional appointment does that person have to work their same hours?

**A.** If an employee is working provisionally, they are appointed to fill a vacant position and should be working whatever schedule is supported by the department. In most cases, the employee should be able to work the same schedule they had prior to being provisional.

**Q.** How many days does an employee have to work in the position of the person they are acting for to qualify for acting pay?

**A.** 10 days except for members of 03 (FCEA). 03 employees can qualify for acting pay in 1/2 day shifts, it could take up to 20 days for them to qualify if done this way.

**Q.** When posting standby pay for blue collar for Mon through Fri, the amount of time posted is from when they clock out to when they clock in the next day. What if they call in sick or are on vacation? Do you reduce the standby pay?

**A.** If an employee is too sick to work, they are too sick to be on standby pay and should not receive any standby pay until they have come back to work. If an employee is on vacation, they also should not receive any standby pay. However, they should be receiving standby up until they call in sick or their vacation starts.

Ex. An employee works Monday and is on standby Monday night. Employee should receive standby until the time they were scheduled to come in on Tuesday. Probably the best way to look at this is, if the employee is unavailable to come in to work for any reason, they should not be receiving standby.

FYI - Standby pay is posted differently for 03s. They receive a flat amount per evening and weekend. Make sure you are posting Standby Pay correctly for the unit that employee is in.

**Q.** Can you get call back pay when you work from home?

**A.** There is a group of 07s that can receive call back pay for working from home, see their MOU for the specifics. If the employee does not fit into these criteria, they must actually report to work to receive any call back pay. If an employee is called and they do something for the City from home, they need to be paid the applicable OT for the actual time worked; there is no minimum number of hours they should be paid.